



# CITY OF SAN ANTONIO

Department of Community Initiatives

115 Plaza de Armas, Suite 210  
SAN ANTONIO, TEXAS 78205

## ADDENDUM I

**SUBJECT:** Request for Proposals for – **KellyUSA Property Management Services**  
(in support of a 12 apartment complex located in Billy Mitchell Village,  
KellyUSA for use as transitional housing for homeless families with  
children) **DCI 06-04**  
Due January 21, 2004; dated December 22, 2003.

**DATE:** January 7, 2004

THE ABOVE MENTIONED BID IS HEREBY AMENDED AS FOLLOWS:

**Page 6, Section 6.3 (4)** Paragraph regarding audits is hereby deleted. A copy of the audit is not required to be submitted with the proposal but may be required prior to execution of a contract with the successful respondent.

**Page 7, Section 6.4** Attachment B should be referenced as Exhibit B.  
The remainder of this section (6.4) remains unchanged.

**All other terms of the RFP DCI 06-04 issued 12/22/03 due 1/21/04 remain unchanged.**

**Questions and responses from Pre-Proposal Conference held Monday, December 29, 2003, at Greater Kelly Development Authority (GKDA) offices.**

Q. = Question

A. = Answer

1. **Q.** Will the Air Force or GKDA make repairs to the facility?  
**A.** The Air Force has already made repairs necessary to ensure the health and safety of residents. No cosmetic repairs will be made.
2. **Q.** Is the \$33,390.00 just lease cost to the agency that gets the contract?  
**A.** Yes.
3. **Q.** Will the lease be with GKDA and the City?  
**A.** No, GKDA will lease the property to the successful respondent.

4. **Q.** Does Exhibit B “Estimate of Annual Operating Costs” include the cost of an on-site manager?  
**A.** No.
5. **Q.** How does the City expect anyone to respond to this? The money is not attractive at all.  
**A.** The City intends for the successful respondent to provide matching funds and support the project.
6. **Q.** What will happen if no one applies?  
**A.** The City would need to re-evaluate the project.
7. **Q.** It seems like you are wanting a large organization to do this. How can a small organization compete?  
**A.** All respondents will be objectively scored based on the criteria set forth on page 10. There is no minimum threshold for each category, or for total points so an agency would not be eliminated from consideration simply because they are not large.